

DDA Registry
File *Personnel 11*

DDA 76-6242

16 December 1976

MEMORANDUM FOR: Deputy Director for Administration

STATINTL

FROM : 
DDA EEO Officer

SUBJECT : Evaluation of the Directorate Annual
Personnel Plan (DDA APP)

1. As you know one of my responsibilities as Directorate Equal Employment Opportunity Officer (DDA EEO) is to monitor and evaluate the DDA APP. On November 29, 1976, I concluded my evaluation of FY 76 APP. The following includes my assessment of the plan:


a. The plan as structured requires an inordinate number of man-hours to evaluate and/or compile.

b. The initial evaluation produced 105 questions which reflected inconsistent or totally incorrect data.

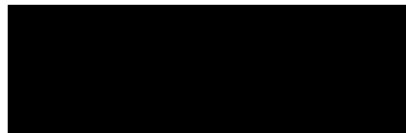
c. To date, all questions are resolved except those reflected in the attached note.

2. My major concern is the volume of incorrect data initially reported by the offices. The APP is designed to reflect percentage totals of minority citizens in categories such as promotions, assessments, training, and occupational series, therefore, the inclusion of faulty data in this report could be very misleading.

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3. It is difficult to identify the principal fault with APP reporting as it now exists. I have discussed this subject with  (DDA CMO) and we feel an additional discussion reference APP reporting is warranted at your convenience.

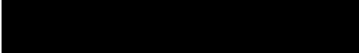
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Attachment: a/s

1 December 1976

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NOTE FOR: 
FROM : 
SUBJECT : Evaluation of DDA APP

John:

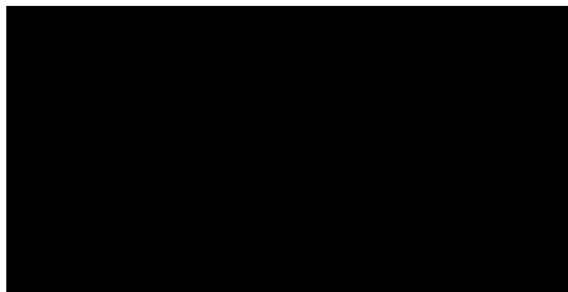
1. During the recent evaluation of the Directorate's input to the total Agency Annual Personnel Plan (APP), I found the following to be somewhat inconsistent or totally incorrect:

a. Input from Office of Security

(1) FY 76 achievements reflect 4 each GS-10 black professionals, but the personnel strength listing (#592) reflects only 3 each GS-10 black professionals as of 30 September 1976.

(2) We need an explanation for the achievement figure of 1 each GS-14 Asian American. OEEO records (#592) reflect 1 each GS-12 and 1 each GS-9 "only" as of 30 September 1976.

(3) Achievements for women technicals read 2 each. However, the records reflect 3 each:



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b. Input from Office of Personnel

(1) Achievement for women professionals reflects: 25 GS-11, 8 GS-10, 12 GS-9, and zero GS-7. The record (#592) as of 30 September 1976 reflects: 23 GS-11, 7 GS-10, 7 GS-9, and 1 GS-7. (Maybe they counted techs or clericals in their totals??)

(2) Please have OP explain promotion data reference GS-10. Promotion data reflects three promotions for a total of two employees.

c. Input from Office of Communications

Promotion data for black techs reflects 6 each promoted to GS-8. The record (#592) reflects 5 each promoted to GS-8 and 1 each "new hire." Hopefully, the new hire is not counted in the promotion data.

d. Input from Office of Training

Training achievement data (other OTR courses) reflects 16 each blacks. The records reflect only 4 each black in the Office of Training that are reportable in the APP (1 each professional and 3 each techs).

2. I am forwarding my memorandum to Jack and Mike today. I intend to mention your proposal for revision of the existing form that is presently used to report APP activities.

3. I will contact you when a meeting is scheduled with Mike and Jack to discuss your proposal. If, by chance, you schedule the meeting, please contact me.

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